

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Fiscal Officer, 9121

Date Posted – 04 November 2010

Pay Grade/Salary Range – Grade 13, \$2,670.20 - \$3,554.70

Agency – Military Affairs, Administrative Services Division

Work Location – Communications Section J6, Boone National Guard Center

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

General Job Duties – Administrative support for the J6 Communications Section. Performs budget management which includes all aspects of coordination with other state agencies, NGB program managers and private agencies in support of the J6 Communications Section. Responsible for the preparation and maintenance of financial records, budgets, inventories, accounts receivable, accounts payable and specialized reports that support the J6 Communication program. Prepares and reviews program documents that provide the J6 Communication program with impact analysis, management reports and routinely provides funding status. Generates, compiles and advises management on statistical data in regards to management on fiscal, budgetary issues. Administers fiscal policy/procedures. Prepares validation documents and validates transactions for fiscal law compliance for the J6 Communication program. Performs year end closeout and ensures all requirements are met in a timely manner. Develops internal guidelines for reporting and management of J6 Communication program. Executes the varied program functions required to administer federal grants for IDS/telecom.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree in accounting, business administration, public administration or a related field. Experience: Must have two years of professional accounting, business administration, public administration or related experience. Substitution Clause: Education: Graduate study in one of the above or related fields will substitute for the experience on a year-for-year basis. Experience: Additional experience in one of the above or related fields will substitute for the education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Administrator, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 16 November 2010